



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

November 24, 2008

Public Housing Notice # 2008-15

Subject: Capital Planning System Training

To: All Executive Directors of all Local Housing Authorities (LHA)

Dear Executive Director,

The purpose of this letter is to announce the Capital Planning System (CPS) Training program. Beginning in December, 2008, two training sessions will be held each month in different regions of the state. CPS data will be used by the Department of Housing and Community Development (DHCD) to allocate all future capital funding. It is very important that you learn how to use the system as each LHA will be responsible for the accuracy and currency of their data in the CPS. This training program will teach you how to navigate the CPS, prepare long-range capital plans, update your assessments and create, modify and close out projects.

It is recommended that upper management and at least one other LHA staff member (staff most closely involved with maintenance and capital planning) attend. It is not required that each LHA's staff attend together. There is no limit on the number of staff or the number of sessions attended.

DHCD is utilizing Cybersense Training and Consulting, Inc. (Cybersense) to conduct the CPS training. Each training session will be conducted at one of seven National Guard Training Centers throughout the state: **Springfield, Worcester, Milford, Wellesley, Reading, Bourne and Rehobeth**. Two training sessions per month will be conducted and will be ongoing until all LHAs have been trained. Each training session will be limited to ten to twelve individuals by enrollment reservation only and there is no cost to the LHA for this training. LHAs can enroll and attend a training session in any one of the locations and can take the training more than once.

The first four training sessions for December & January are scheduled and subsequent sessions will be announced by DHCD and Cybersense as they are scheduled. **Please see the Cybersense CPS Training brochure attached for schedule, enrollment and other details.** Schedules for training sessions after January 26th, 2009 are forthcoming and will be communicated to the LHAs by DHCD and Cybersense on a regular basis.

On behalf of everyone at DHCD, we are very excited to continue our partnership to revitalize all of our state's public housing. We believe the CPS will be an invaluable tool and we thank you for your patience, assistance and your continued support of this important program.

If you have any questions regarding the CPS training program please contact me via e-mail at Richard.brouillard@state.ma.us or at 617-573-1193.

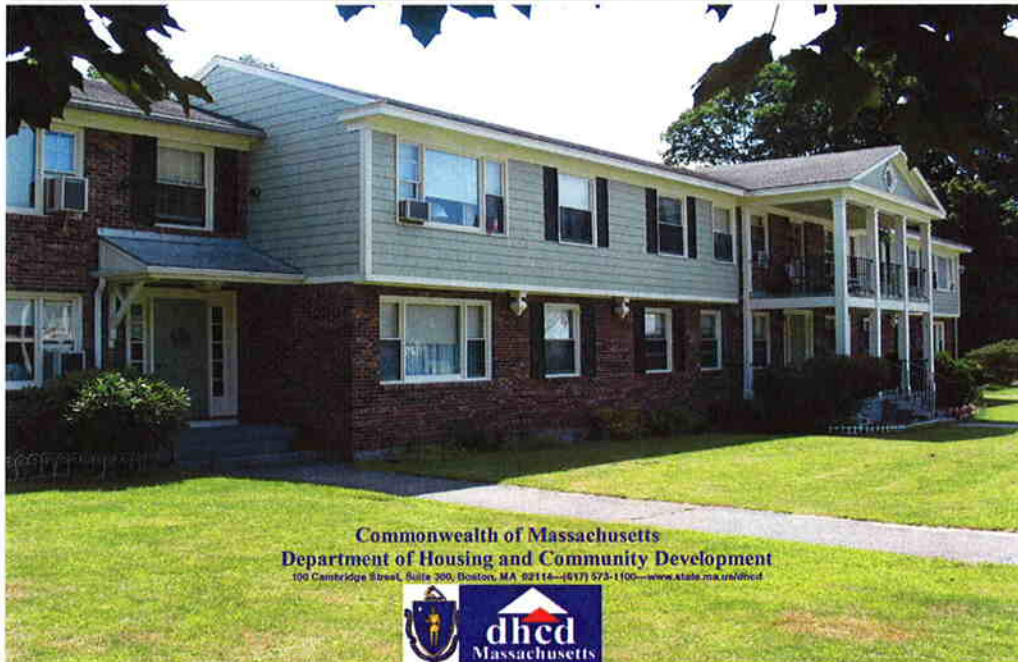
Sincerely,

Rick Brouillard

DHCD Capital Planning System Administrator

THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Capital Planning System



Capital Planning System: Training Schedule Enrollment Form and Instructions Course Outline

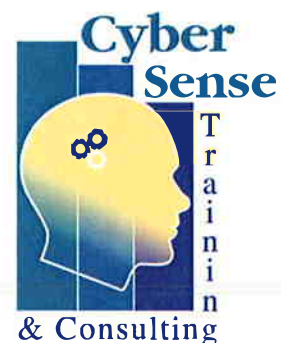


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Computer Class Schedule with Locations and Addresses

December 2008 – January 2009

Held at the Massachusetts National Guard Distance Learning Classrooms

**These classes are paid for by DHCD for Housing Authority staff.
There is no cost to you or your Authority to attend this training.**

Date	Course	Location with address		Time
Dec 8	Introduction to CPS	Wellesley	14 Minuteman Lane Wellesley, MA 02181	9:30 – 3:30
Dec 15	Introduction to CPS	Reading	22 Haverhill Street Reading, MA 01867	9:30 – 3:30
Jan 12	Introduction to CPS	Springfield	1505 Roosevelt Avenue Springfield, MA 01109	9:30 – 3:30
Jan 26	Introduction to CPS	Worcester	Skyline Drive Worcester, MA 01605	9:30 – 3:30

If you need to cancel or reschedule, you must notify Kathy Arnold or Colleen Rafferty at 603-898-5050 one week prior to class. If you do not show up for a class you registered for, a notice of No Show will be sent to your Executive Director and to DHCD in Boston. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

Classroom Information

All classes are being held at Massachusetts National Guard Distance Learning classrooms. Each room is state of the art, with 12+ computers, individual desks, comfortable seating etc.

We recommend www.mapquest.com if you need driving directions. All questions regarding the classes, enrollment and course information should be directed to Kathy Arnold of CyberSense Training.

Training Registration Contact Information

All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.

CyberSense Training & Consulting: Kathlene Arnold

www.cybersensetraining.com

karnold@cybersensetraining.com

603-898-5050 office & voice mail

617-818-8890 cell

603-898-8063 fax

603-898-8180 home

Enrollment Instructions

The Department of Housing and Community Development Presents:

CAPITAL PLANNING CLASSES

DEC 2008 - JAN 2009

The Department of Housing and Community Development is offering training for any full-time or part-time Housing Authority staff who will be using the Capital Planning System. All training costs are being paid for by DHCD.

Since CPS data will be used by DHCD to **allocate future capital funding**, and each LHA will be responsible for the accuracy and currency of their data in the CPS, it is very important that you learn how to use the system.

Enrollment Instructions

Details: Please see the attached schedule of classes for your region. The course outline is included in this packet. Class size is limited to 10 to 12. Classes are hands-on...each person will have a computer to use in class. Please see the schedule on the Enrollment Form for class hours. In order to attend you must submit the Enrollment Form and be confirmed by Cybersense.

To enroll: Please fill out and fax the Enrollment Form to Kathy Arnold of CyberSense Training & Consulting. Kathy Arnold or Colleen Rafferty will be managing the enrollment and registration process. **Please be sure to obtain your supervisor's permission prior to registering.**

CyberSense's **fax #** is **(603) 898-8063**.

A separate cover page for the fax is not needed.

Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. If you do not hear back from us within 48 hours, please call to make sure your fax was received. Questions about the enrollment process for classes can be directed to Kathy Arnold by calling (603) 898-5050 or e-mailing karnold@cybersensetraining.com

Cancellation Policy: If you need to cancel or reschedule, you must notify us one week prior to class. We make decisions and reserve instructors based upon enrollment data. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

PLEASE DO NOT FAX THIS PAGE



MASSACHUSETTS HOUSING AUTHORITIES

Enrollment Form

CPS

Housing Authority: _____

Student Name:		Phone # / Ext:	
Dept. you work in:		E-Mail:	

Please enroll me in: (please check one)

- ☐ Wellesley Dec 8 9:30 – 3:30
- ☐ Reading Dec 15 9:30 – 3:30
- ☐ Springfield Jan 12 9:30 – 3:30
- ☐ Worcester Jan 26 9:30 – 3:30

- ✳ **Enrollment Confirmation:** Please **do not** consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. **If you do not hear back from us within 48 hours, please call to make sure your fax was received.**
- ✳ **Cancellation Policy:** If you need to cancel or reschedule, you must notify us by calling (603) 898-5050 or emailing karnold@cybersensetraining.com, one week prior to class. We make decisions and reserve instructors based upon enrollment data.
- ✳ **Bad Weather Cancellation Policy:** If school is cancelled in the city/town the training is held in, then the classes are cancelled. Weekend/evening emergency telephone to check status of class is: Kathy Arnold at 617-818-8890.

Student		Supervisor	
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I have reviewed the cancellation policy, and the course outline. I have received my supervisor's approval for attending this class.

(TO REGISTER: SUBMIT THIS PAGE VIA FAX TO 603-898-8063)

Course Outline: Introduction to the Capital Planning System

Description: The training will teach you how to navigate CPS, edit data, update your assessments, create, modify and close out projects and prepare long range capital plans.

Course Length: 5 Hours

**Difficulty
Scale (1 – 10):** 3

Pre-requisites: The student must be comfortable with navigating within the Windows operating system as well as with using a keyboard and mouse.

Target Student: It is recommended that upper management and at least one other LHA staff member (staff most closely involved with maintenance and capital planning) attend this class. You may schedule your staff into the same class or across a few classes.

Syllabus:

- Introductions
 - Inventory
- Objectives
 - Projects
- Review Training Material
 - Reports
- Capital Planning Process Flowchart
 - Entering and Modifying Inventory
- Logging into CPS
 - Creating Projects
 - Templates
 - Projects
 - Estimation
 - Management
- Navigating and Reviewing Pages (Including Exercises)
 - Facilities
 - Help
 - Utilities
 - Find
 - Creating, Exporting and Printing Reports